



United States  
Department of  
Agriculture

Food and  
Nutrition  
Service

Mountain  
Plains  
Region

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Reply to  
Attn. of: SP 94-C-25

Subject: Coordinated Review Effort (CRE) Simplified Procedures

To: STATE AGENCY DIRECTORS - Colorado ED, Iowa, Kansas, Missouri ED,  
(Special Nutrition Programs) Montana OPI, Nebraska ED, North Dakota,  
South Dakota, Utah and Wyoming ED

Coordinated Review procedures require using the forms prescribed by FNS when the review identifies a need for fiscal action. However, in those school food authorities where (1) it is clear that all fiscal action resulting from review activity will be less than \$600.00 and (2) the \$600.00 disregard will be used, the State Agency **may** choose not to complete the Coordinated Review Fiscal Action Forms.

Simplified procedures **may** be used to calculate fiscal action resulting from Coordinated Reviews. Any procedures used **must** be based on the general principles for fiscal action provided in the Coordinated Review Guidance, Section 7, pages 7-1 to 7-25.

The following instances **allow** the use of simplified procedures: when the review discloses (1) a very limited number of meals missing items/components, (2) claim consolidation errors, and/or (3) eligibility certification, benefit issuance or updating eligibility errors.

In addition, simplified procedures may be used **only** if the Performance Standard 1 or 2 threshold is **not** exceeded. If either threshold is exceeded, the extent of fiscal action would not be known until all follow-up reviews are completed for the school food authority.

Simplified procedures would **not** be used when (1) inaccurate meal count systems are identified, (2) the actual number of meals claimed in error is not available, or (3) recalculation is required. In these instances, the Coordinated Review fiscal action forms for recalculation **must** be used to determine the extent of the fiscal action.

It should be noted that the amount of the disregard **cannot** be an estimate. The State agency **must** use procedures based on the general principles for fiscal action provided in the Coordinated Review Guidance to determine and document the amount of the disregard in order to complete the FNS-640, Data Collection for Coordinated Review Effort.

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